

SharePoint Website Instructions

This document includes instructions for *Regional Networks* on how to access the SharePoint website to submit your progress reports. The following documents are to be submitted to the website:

1. Activity Tracking Form
2. Progress Report Narrative
3. SOW Progress Report Form

There is also a SurveyMonkey component to your Progress Report. A link to the SurveyMonkey will be sent via e-mail by your Program Manager, when available.

What is a SharePoint?

A SharePoint site provides a central location to submit documents. The SharePoint site will replace using email to submit your reporting documents. All users have a unique user name and password.

How to Obtain a User Name and Password

When your SharePoint account is created, you will receive an email from Priya Bacharaja, with the subject line “ATF Web Admin Utility Notification [secure].” The email will appear as shown below:

From: priya.bacharaja@cdph.ca.gov [mail to: priya.bacharaja@cdph.ca.gov]
Sent: Fri 11/5/2010 1:52 PM
To: priya.bacharaja@cdph.ca.gov
Subject: ATF Web Admin Utility Notification [secure]

Your ATF account on the DHS Extranet has been activated with the information listed below.

Your User name is: ttest2

Your new temporary password is: t+8WXi{9f2H

You must login within 4 Working Days to reset your password or it will revert back to inactive status.

You will not be able to utilize the account until you replace your temporary password with one of your creation.
Click on the link below to change your temporary password and update your account information

<https://www.ext.dhs.ca.gov/iisadmpwd/>



If the above link and is not clickable then copy and paste it into your web browser

Please contact your IT support section if you have questions regarding changing your password.

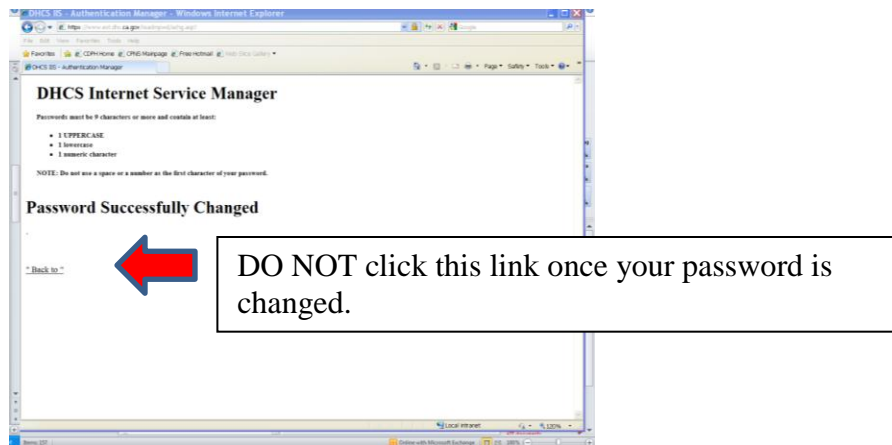
You will not be able to submit your reporting documents to the website until you reset your password. This must be done within **4 days** of receiving the email. To update your password, click the link in the email you received and enter the user name and temporary password given to you in the email. Note that after you click the link, it will deactivate meaning you will not be able to change your password. You will then be directed to the password change screen, as shown below.

The screenshot shows a web browser window titled "DHCS IIS - Authentication Manager - Windows Internet Explorer". The address bar shows the URL "https://www.ext.dhs.ca.gov/issadm/pwd/". The page content includes the title "DHCS Internet Service Manager" and a password policy notice: "Passwords must be 9 characters or more and contain at least: 1 UPPERCASE, 1 lowercase, 1 numeric character." A note states: "NOTE: Do not use a space or a number as the first character of your password." Below this, a message says "Your password has expired. You can change it now." The form contains four input fields: "Account" (with the value "test2"), "Old password", "New password", and "Confirm new password". At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear Form". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

As noted on the screen, your password must include:

- 1 UPPERCASE
- 1 lowercase
- 1 numeric character

Once you select a password, click “submit” at the bottom of the screen. When your password is successfully changed, a link will appear at the bottom of the screen that you **SHOULD NOT** click (see below). **Instead, exit out of the screen altogether.** You are now ready to submit your reporting documents.



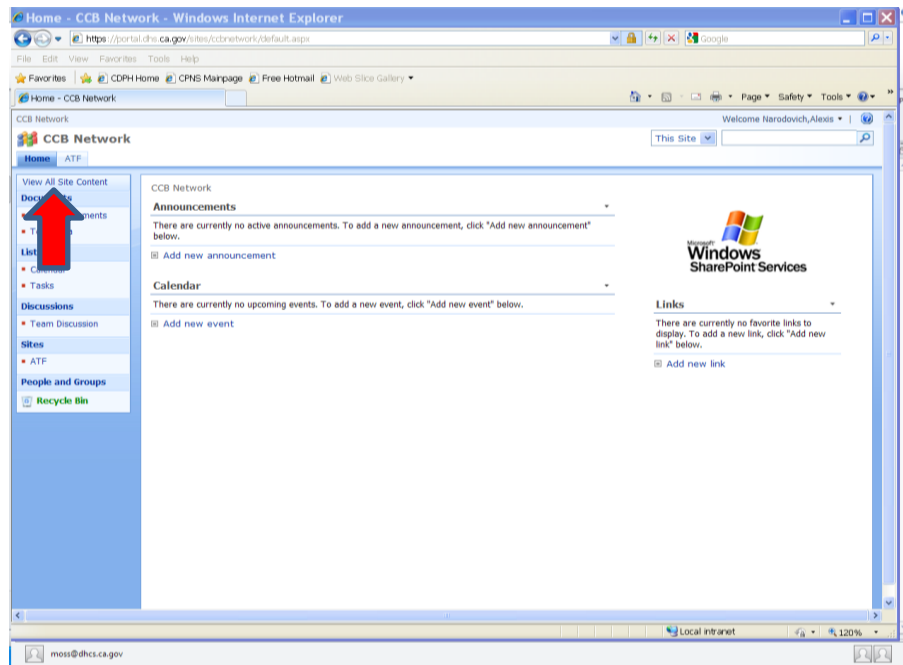
Using SharePoint to submit Progress Report documents

Once you successfully update your password, you will be able to access SharePoint:

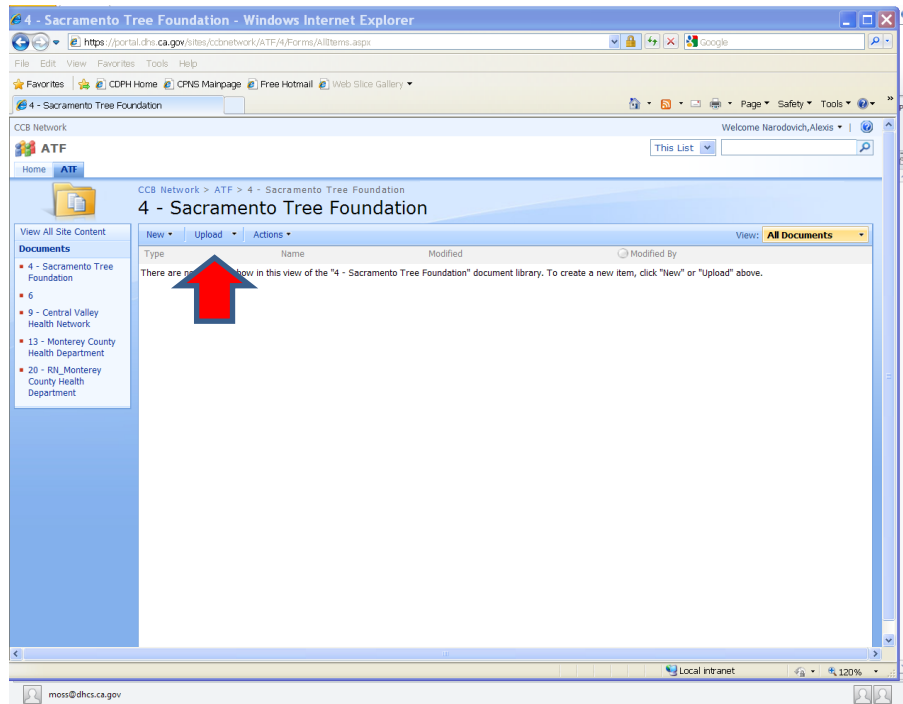
<https://portal.dhs.ca.gov/sites/ccbnetwork/atf/default.aspx>.

Once you click the website link, you will be prompted for your user name (given to you in the first email) and password (which you just changed). It is recommended that you save a link to the website as a bookmark or save the email on your desktop for easy access to the SharePoint site.

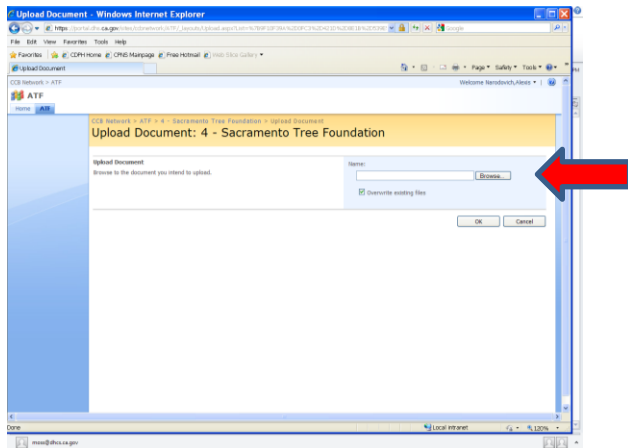
After entering your user name and password, you will enter the SharePoint website, as shown below.



You will see two tabs in the top left corner (see arrow); “Home” and “ATF.” Click the “ATF” tab to submit your Progress Report documents. Once you click the “ATF” tab, you will see your organization name (folder) in the left hand corner. Click the folder and the upload screen will appear, as seen below.

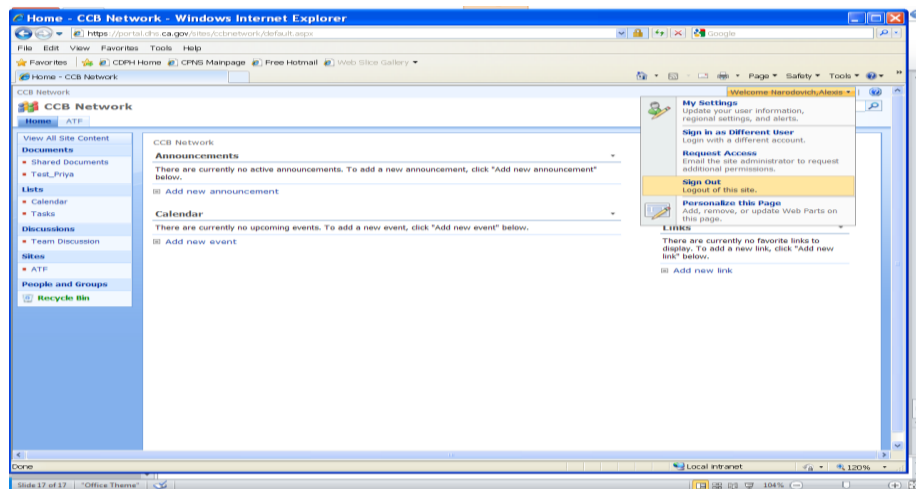


Click the “Upload” tab (see arrow above), and select “upload your document” from the drop down menu. From here, you will be directed to the browse screen (shown below) where you are able to upload your reporting documents from your computer.



By selecting the “Browse” button, you will be able to upload the documents from where they are saved on your computer. Once the file is found, select “OK” and your document will be saved to the website. **Note:** each document you need to submit will be uploaded separately.

Once the documents are uploaded to the website, you can log out by selecting the drop down menu by your name at the top right-hand side of the screen, and selecting “sign out” as shown below.



Technical Assistance

If you need further technical assistance, please email Alexis.Narodovich@cdph.ca.gov.